

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
September 17, 2007

MINUTES

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1. CALL TO ORDER

Meeting Called to Order by Chairman Wisneski at 5:40 p.m.

2. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

PRESENT: Ald. Wisneski, Pack, Hendricks, Eckstein (5:41p.m.), Michalkiewicz, Chase, Merkes, Taylor

ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel,

PHD Nett, PRD Tungate, Dave Maccoux, Clerk Galeazzi and the Press.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [Administration Committee Minutes, 9/4/07](#)

Moved by Alderman Pack, seconded by Alderman Chase to approve minutes.

Motion Carried on voice vote

Results:

4. DISCUSSION

A. [Review and Accept 2006 City of Menasha Audit \(Dave Maccoux, Schenck\)](#)

Dave Maccoux reviewed the 2006 Annual Financial Report and Management Letter. Mr. Maccoux touched on and explained a few items within the audit. Their audit was done in compliance with the Government Auditing Standards. The report states that nothing came to the auditors attention to indicate that the City was not in compliance with laws, regulations, contracts and grants for which noncompliance with could have a material effect on the City's financial statements. The auditors made two recommendations to staff for future audits.

Mr. Maccoux answered questions from the Aldermen.

B. [Proposal of Wolfrath's Nursery for the purchase, delivery and planting of 24 trees in the Province Terrace area not to exceed \\$3,485 \(TIF #9\)](#)

Ald. Chase presented a proposal from Wolfrath's Nursery for trees to be planted to screen the residents on Fieldview Drive from commercial area on Province Terrace. Ald Chase received bids/proposals from four nurseries and Wolfrath's was the best. Planting 24 trees would be a starting point.

CDD Keil explained proposed changes to transitional area requirements that upgrades transitional area screening. These changes will be presented to the Plan Commission on Sept. 25.

Discussion ensued on using TIF #9 funds to pay for the trees.

CA/HRD Brandt explained the TIF project plan allows for a screening plan, landscape and streetscape.

C. [Recommendation of Parks and Recreation Board to Increase Marina Seasonal Slip Rates for 2008.](#)

PRD Tungate explained the marina's current rates are lower than the Oshkosh and Fond du Lac marinas, but slightly higher than High Cliff marina. The recent improvements to the marina should help keep boaters.

D. [Agreement with Fox Valley Public Health Preparedness Consortium.](#)

PHD Nett explained this agreement runs from Jan 1, 2007 to Dec. 31, 2007 or until requirements of the Bioterrorism Grant are completed.

E. [Offer to Purchase, 121 River Street, Michael Austin](#)

CDD Keil explained this Offer to Purchase removes the contingencies of the zoning and attached garage as was stated in the first Offer to Purchase submitted by Mr. Austin. The price of \$30,000 is the same. Mr. Austin also included a completion date of one year for renovating the current structure. If approved, the excess funds should be appropriated to the City revolving loan fund where the funds came from for the City to purchase the property.

Discussion ensued on previous questions/concerns have been answered in a letter from Mr. Austin and architect; the purchase price being offered still lower than appraised value; property will remain on tax roll.

F. [Accounts payable and payroll for 9/6/07 - 9/13/07 for the amount of \\$370,808.79.](#)

Ck. #13984-Bergstrom-\$442.89 – fix light in squad car; beyond warranty/PD

Ck. #14040-Winnebago County Treasurer-\$172.41 – taxes due on 105 Racine St ; changed to tax-exempt status for 2007.

5. ADJOURNMENT

A. [Adjournment](#)

Moved by Alderman Taylor, seconded by Alderman Pack to adjourn at 6:54 p.m.

Motion Carried on voice vote

Results:

Respectfully submitted by Deborah A. Galeazzi, City Clerk